

# **MENTORING SESSION #16**

Name of Protégé \_\_\_\_\_  
Name of Mentor \_\_\_\_\_  
Date of Session \_\_\_\_\_

“Successful people are always looking for opportunities to help others. Unsuccessful people are always asking, ‘What’s in it for me?’”  
Brian Tracy

## **PROFESSIONAL:**

**Core area of focus:** Staff Development

**Subject:** The Air Force Assignment System

**Bring to the session:** Internet access to the Officer Air Force Assignment System through the Air Force Personnel Center website at [www.afpc.randolph.mil](http://www.afpc.randolph.mil).

1) All assignments are based, primarily, on the needs of the Air Force and the Chaplain Service. Discuss criteria used to determine assignments (e.g. available openings, faith group, rank, short or long tour, humanitarian needs, and line officer input for wing chaplains, etc).

2) Take the chaplain into the Air Force Assignment System (AFAS) on the Air Force Personnel Center website. If they haven’t already done so, have them establish a password. Take them through the process of identifying openings, filling out the Preference Worksheet, etc.

3) Discuss how the Preference Worksheet function in the assignment process.

4) Discuss the role the wing chaplain has in the assignment system.

5) Discuss the role the command chaplain plays in the assignment system.

6) Discuss the proper chain of communication pertaining to questions concerning assignment.

7) While on the Air Force Personnel Center website access the Assignment Management System (AMS). From there go to the eVector page, where both officers and enlisted (and their supervisors) can view their military briefs via the web.

## **PERSONAL:**

Describe a time you received news that did not fit into your plans. How did you process the change? Were there any unexpected blessings?

**NEXT SESSION DATE and TIME:**